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Approved For Release 2003/04/17 : CIA-RDP81-00728R000100020009-3

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100020009-3

CENTRAL INTELLIGENCE GROUP  
Washington, D. C.

STATINTL

MEMORANDUM

4 September 1947

SUBJECT: Property Survey Board

Reference: CIG Memorandum [ ] dated 11 February 1947  
Subject: Accountability and Responsibility  
for Property at CIG Installations

1. A Property Survey Board is hereby established to act for the Director of Central Intelligence on all matters pertaining to loss, damage, destruction, theft or disposition of public property for which CIG is responsible. This board shall consist of:

Chief, Inspections Branch, I&S	-- Chairman
Assistant General Counsel	-- Member
Chief, Property Control Division, Services Branch, A&M	-- Member

2. The Property Survey Board will:

a. Determine the pecuniary liability or the relief from responsibility of any employee of CIG for the loss, damage, destruction, or theft of public property.

b. Authorize disposition or destruction of unserviceable and obsolete property in the custody of the CIG.

c. Require the responsible person to submit, in compliance with paragraph 9 of above reference, a completed Survey Report (Form No. 36-18) in each case of loss, damage, destruction, or theft of CIG property and, when necessary, direct an investigating officer to obtain additional information.

d. Review all Survey Reports and supplemental data, including the findings and recommendations of the investigating officer when applicable.

e. Afford the responsible individual an opportunity to examine all available evidence and to include any additional statement he may desire to make.

f. Advise those directly concerned of the decision by the board and maintain records of all Property Survey Board proceedings.

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g. (1) Review and investigate all requests for disposition of property worn out through fair wear and tear or otherwise rendered unserviceable and/or obsolete in the service of the Government without fault or neglect on the part of any individual.


(2) Authorize ultimate disposition of such property.

(3) Relieve the individual concerned of responsibility and/or accountability therefor, or direct the preparation of a Survey Report in each case where there is evidence that subject property may have been rendered unserviceable through fault or neglect on the part of any individual.

3. When pecuniary liability is established against an individual, he may appeal the Property Survey Board's decision to the Director of Central Intelligence in writing, through the Property Survey Board, within 30 days after receipt of notification of the Board's decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

  
Executive for  
Administration and Management

DISTRIBUTION: A

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

26

25X1

ADMINISTRATIVE INSTRUCTION  
NO.

7 March 1949

SUBJECT: Property Disposition.

RESCISSION: Administrative Instruction No.  dated 4 September 1947.

25X1A

1. a. Property Survey Boards composed of members as listed below are hereby constituted to act on all matters pertaining to loss, damage, destruction, theft, or for the disposition of public property for which CIA is responsible:

Overt Board

Covert Board

Deputy Chief of I&S	Chairman	Deputy Chief of I&S
Chief, Inspection Branch, I&S	Member	
Asst. General Counsel	Member and Legal Advisor	Asst. General Counsel
Overt Deputy Services Officer	Member and Recorder	Covert Deputy Services Officer
Chief, Property Auditor, Services Office	Member and Alternate Recorder	Asst. Covert Deputy Services Officer

Three members will be considered a quorum.

b. The Services Officer will supply such administrative, technical and clerical assistance as may be required by the Board.

2. The Property Survey Board will:

a. Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1,000.00 or less.

b. Designate any qualified individual to act for it in appropriate cases in determining relief from accountability or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned and where the estimated damage is not in excess of \$100.00.

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.ADMINISTRATIVE INSTRUCTION  
NO. 

7 March 1949

25X1A

SUBJECT: Property Disposition.

RESCISSION: Administrative Instruction  dated 4 September 1947.

25X1A

1. a. Property Survey Boards composed of members as listed below are hereby constituted to act on all matters pertaining to loss, damage, destruction, theft, or for the disposition of public property for which CIA is responsible:

Overt BoardCovert Board

Deputy Chief of I&S	Chairman	Deputy Chief of I&S
Chief, Inspection Branch, I&S	Member	
Asst. General Counsel	Member and Legal Advisor	Asst. General Counsel
Overt Deputy Services Officer	Member and Recorder	Covert Deputy Services Officer
Chief, Property Auditor, Services Office	Member and Alternate Recorder	Asst. Covert Deputy Services Officer

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<div style="display: flex; justify-content: space-between;"> <span>UNCLASSIFIED</span> <span>RESTRICTED</span> <span>CONFIDENTIAL</span> <span>SECRET</span> </div> <small>(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</small>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	<i>Deputy Director</i>	[ ]	<i>3/8/49</i>
2	<i>Director</i>		<i>3/9/49</i>
3	<i>Exec Registry</i>	~~~~~	
4	<div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> <i>200 North</i>		
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FROM		INITIALS	DATE
1	<i>Acting Exec</i>	<i>VB</i>	<i>7 Mar</i>
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<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input checked="" type="checkbox"/> <b>APPROVAL</b></div> <div style="width: 33%;"><input type="checkbox"/> <b>INFORMATION</b></div> <div style="width: 33%;"><input checked="" type="checkbox"/> <b>SIGNATURE</b></div> <div style="width: 33%;"><input type="checkbox"/> <b>ACTION</b></div> <div style="width: 33%;"><input type="checkbox"/> <b>DIRECT REPLY</b></div> <div style="width: 33%;"><input type="checkbox"/> <b>RETURN</b></div> <div style="width: 33%;"><input type="checkbox"/> <b>COMMENT</b></div> <div style="width: 33%;"><input type="checkbox"/> <b>PREPARATION OF REPLY</b></div> <div style="width: 33%;"><input checked="" type="checkbox"/> <b>DISPATCH</b></div> <div style="width: 33%;"><input type="checkbox"/> <b>CONCURRENCE</b></div> <div style="width: 33%;"><input type="checkbox"/> <b>RECOMMENDATION</b></div> <div style="width: 33%;"><input type="checkbox"/> <b>FILE</b></div> </div> <p style="margin-top: 10px;">REMARKS: <i>This is concurred in by all act Director and the Gen Counsel.</i></p> <p style="margin-top: 10px; text-align: right;"><i>to Repro. 3-9-49</i></p>			
<div style="display: flex; justify-content: space-between;"> <span>SECRET</span> <span>CONFIDENTIAL</span> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">RESTRICTED</span> <span>UNCLASSIFIED</span> </div>			

FORM NO. 30-4  
SEP 1947



CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.**RESTRICTED**

25X1A

ADMINISTRATIVE INSTRUCTION  
NO. 

7 March 1949

SUBJECT: Property Disposition.

25X1A

RESCISSION: Administrative Instruction No.  dated 4 September 1947.

1. a. Property Survey Boards composed of members as listed below are hereby constituted to act on all matters pertaining to loss, damage, destruction, theft, or for the disposition of public property for which CIA is responsible:

Overt Board

Deputy Chief of I&S	Chairman
Chief, Inspection Branch, I&SS	Member

Covert Board

Deputy Chief of I&amp;S

Asst. General Counsel

Member and Legal Advisor

Asst. General Counsel

Overt Deputy Services Officer

Member and Recorder

Covert Deputy Services Officer

Chief, Property Auditor, Services Office

Member and Alternate Recorder

Asst. Covert Deputy Services Officer

Three members will be considered a quorum.

b. The Services Officer will supply such administrative, technical and clerical assistance as may be required by the Board.

2. The Property Survey Board will:

a. Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1,000.00 or less.

b. Designate any qualified individual to act for it in appropriate cases in determining relief from accountability or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned and where the estimated damage is not in excess of \$100.00.

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**RESTRICTED**

c. Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual to act for it in appropriate cases under this authorization.

d. Recommend action to the Executive in connection with paragraph 2a, above, where the monetary value involved is in excess of \$1,000.00, who will take final action or recommend action to the Director in his discretion.

e. Require such initial Survey Reports, and presentation of evidence either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.

f. Maintain adequate records of its actions.

3. The Board and the Executive are charged with the responsibility of informing the Director of any unusual circumstances or matters which should be brought to his personal knowledge in connection with these instructions. Board reports under this paragraph will be routed through the Executive.

4. Individuals against whom pecuniary responsibility is established under the provisions of these instructions may appeal, in writing, to the Director, within thirty (30) days after receipt of notification of such liability.

5. These instructions supersede any provisions of Administrative Instruction No.  in conflict therewith.

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R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

DISTRIBUTION: A

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	<i>Management Office</i>		
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FROM		INITIALS	DATE
1	<i>D. Deputy Dir</i>	<i>IDS</i>	<i>1 Mar</i>
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<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: *Please redraft as indicated, included approved changes - re-coordinate and prepare for publication if all concur. Please expedite.*

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FORM NO. 30-4  
SEP 1947

March 1949

8587

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.ADMINISTRATIVE INSTRUCTION  
No. 

Date:

7 Mar 49.

25X1A

SUBJECT: Property Disposition.

25X1A

RESCISSION: Administrative Instruction  dated 4 September 1947.

1. a. Property Survey Boards composed of members as listed below are hereby constituted to act on all matters pertaining to loss, damage, destruction, theft, or for the disposition of public property for which CIA is responsible:

Overt BoardCovert Board

Deputy Chief of I&amp;S

Chairman

Deputy Chief of I&amp;S

Chief, Inspection Branch,  
I&S

Member

Asst. General Counsel

Member and  
Legal Advisor

Asst. General Counsel

Overt Deputy Services  
OfficerMember and  
RecorderCovert Deputy Services  
OfficerChief, Property Auditor,  
Services OfficeMember and Al-  
ternate RecorderAsst. Covert Deputy  
Services Officer

Three members will be considered a quorum.

b. The Services Officer will supply such administrative, technical and clerical assistance as may be required by the Board.

2. The Property Survey Board will:

a. Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1,000.00 or less.

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b. Designate any qualified individual to act for it in appropriate cases in determining relief from accountability or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned and where the estimated damage is not in excess of \$100.00.

c. Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual to act for it in appropriate cases under this authorization.

d. Recommend action to the Executive in connection with paragraph 2a, above, where the monetary value involved is in excess of \$1,000.00, who will take final action or recommend action to the Director in his discretion.

e. Require such initial Survey Reports, and presentation of evidence either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.

f. Maintain adequate records of its actions.

3. The Board and the Executive are charged with the responsibility of informing the Director of any unusual circumstances or matters which should be brought to his personal knowledge in connection with these instructions. Board reports under this paragraph will be routed through the Executive.

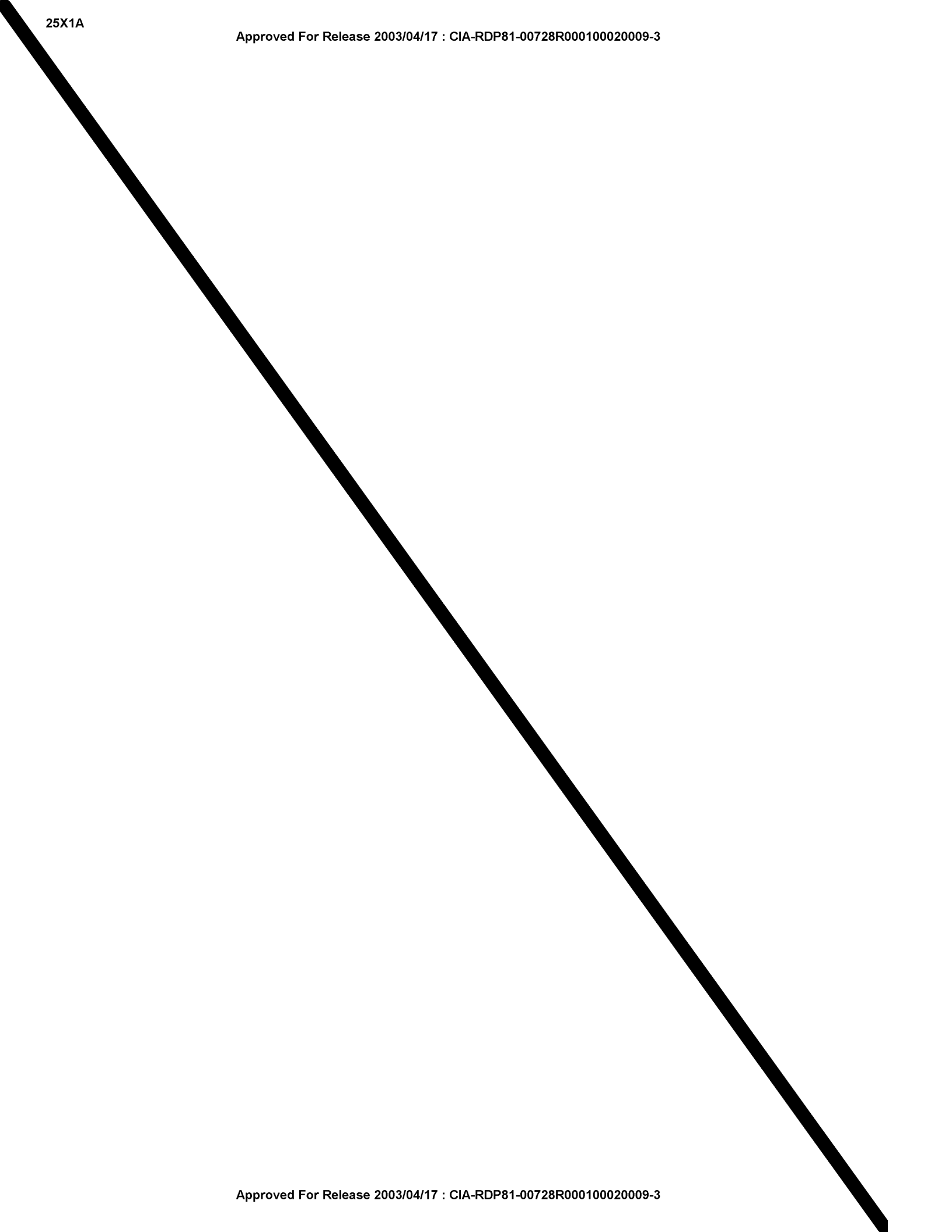
4. Individuals against whom pecuniary responsibility is established under the provisions of these instructions may appeal, in writing, to the Director, within thirty (30) days after receipt of notification of such liability.

5. These instructions supersede any provisions of Administrative Instruction   in conflict therewith.

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RHH

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

10 January 1951

ADMINISTRATIVE INSTRUCTION  
NO.

SUBJECT: Property Disposition

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Paragraph 1a of Administrative Instruction No.  dated  
7 March 1949, is amended as follows:

"1. a. The CIA Property Survey Board is composed of the following members and is constituted to act on all matters pertaining to loss, damage, destruction, theft, or for the disposition of public property for which CIA is responsible:

Chairman  
Member and Legal Advisor  
Member and Recorder  
Member

Deputy Security Officer  
Assistant General Counsel  
Deputy Procurement Officer  
Assistant Comptroller"

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MURRAY McCONNEL  
Deputy Director  
(Administration)

Distribution: No. 3

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JAN 11 1951

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director for Administration

FROM : Chairman, Property Survey Board

SUBJECT: Property Survey Boards

DATE: JAN 2 1951

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Administrative Instruction [ ] dated 7 March 1949, establishes functions of two Property Survey Boards for Overt and Covert interests. In view of the recent reorganization the necessity for two Boards no longer exists and accordingly it is requested that authority be granted for one Board to handle all survey matters of both an overt and covert nature. It is recommended that the composition of the Board be as follows:

Chairman	- Deputy Security Officer
Member and Legal Adviser	- Assistant General Counsel
Member and Recorder	- Deputy Procurement Officer
Member	- Assistant Comptroller

It is requested that authority be granted to establish the Property Survey Board on this basis in order that pending cases of both a covert and overt nature may be processed.

[ ]  
Deputy Security Officer

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4 Jan 50  
Approved

[ ]  
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JAN 8 1951



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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	Def. Dir for Admin.	veg	4 Jan 51
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FROM		INITIALS	DATE
1	Deputy, Sec. Office	PFB	2 Jan 51
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☒ APPROVAL    ☐ INFORMATION    ☐ SIGNATURE  
☐ ACTION    ☐ DIRECT REPLY    ☐ RETURN  
☐ COMMENT    ☐ PREPARATION OF REPLY    ☐ DISPATCH  
☐ CONCURRENCE    ☐ RECOMMENDATION    ☐ FILE

REMARKS:

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 FORM NO. 30-4  
 SEP 1947

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2	<i>Adviser Dep. Dir. / A.</i>		
3	<i>Room 225 Central</i>		
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FROM		INITIALS	DATE
1	<i>Deputy Security Officer</i>	<i>RB</i>	<i>8 Jan 51</i>
2			
3			

☐ APPROVAL

☐ INFORMATION

☐ SIGNATURE

☐ ACTION

☐ DIRECT REPLY

☐ RETURN

☐ COMMENT

☐ PREPARATION OF REPLY

☐ DISPATCH

☐ CONCURRENCE

☐ RECOMMENDATION

☐ FILE

REMARKS:  

*For revision of A S - ☐ and  
 Publication*

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FORM NO. 30-4  
SEP 1947

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mining relief from accountability or responsibility.

b. Direct the disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Chief of the Supply Division, Services Office, is <sup>authorized to act for the Board</sup> hereby designated by the board to act in its behalf in such matters, subject to the following conditions:

(1) Upon receipt of certification from the appropriate officer, the Chief, Supply Division, will dispose of unserviceable or obsolete property in accordance with existing and applicable U. S. Government regulations.

(2) Upon receipt of certification from the appropriate officer, the Chief, Supply Division, will determine whether such property is surplus to the needs of CIA, or whether its transfer is economically justified, and proceed in accordance with existing and applicable U. S. Government regulations.

(3) Appropriate officers, as referred to in 2b(1) and (2) above, will be the following:

(a) The Chief, Communications Division, for all communications technical equipment except that utilized by FBIB.

(b) The Chief, FBIB, for all government property utilized in its overseas installations, and for all FBIB technical equipment in the United States.

(c) The Deputy Services Officer (Covert) for all "Operational Supplies".

(d) The Deputy Services Officer (Overt) for all other Government property in the custody of CIA.

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(4) The appropriate officers, referred to in 2b(1) and (2) above, in making the necessary certifications will be guided by normal Government practices and standards insofar as the requirements of the office concerned permits, and where there are deviations from such practices and standards they will supply necessary justifications in support of their certifications.

(5) The appropriate officers, referred to in 2b(2) above, in making the necessary certifications will determine whether such property can be utilized elsewhere within their own activity and indicate in certification to Chief, Supply Division, Services Office, that equipment is in excess of the needs of their activity.

(6) The Chief, Supply Division, Services Office, will maintain a file of reports for the information and inspection of the <sup>and the</sup> Inspection Branch, I&S, and the Property Survey Board, showing justification for actions taken in accordance with the authority delegated in paragraph 2b above.

(7) The Chief, Supply Division, will utilize the <sup>facilities</sup> of the General Counsel in connection with the applicable Government regulations and will be guided by the General Counsel's decisions and opinions.

c. Recommend action to the Executive in connection with paragraph 2a, above, where the monetary value involved is in excess of \$1,000.00, who will take final action or recommend action to the Director in his discretion.

d. Require such initial Survey Reports, and presentation of evidence either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.

e. Maintain adequate records of its actions.

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3. The Board and the Executive are charged with the responsibility of informing the Director of any unusual circumstances or matters which should be brought to his personal knowledge in connection with these instructions. Board reports under this paragraph will be routed through the Executive.

4. Individuals against whom pecuniary responsibility is established under the provisions of these instructions may appeal, in writing, to the Director, within thirty (30) days after receipt of notification of such liability.

5. These instructions supersede any provisions of Administrative Instruction

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in conflict therewith.

R.H.H.

DISTRIBUTION: A.

RESUB

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

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ADMINISTRATIVE INSTRUCTION  
NUMBER 

20 October 1947

SUBJECT: Reproduction Requisitions and Priorities

## 1. REPRODUCTION PRIORITIES

a. Classes of priorities for all types of reproduction are established as indicated below:

<u>Priorities Class</u>	<u>Used When</u>	<u>Completed</u>
AA	Extremely Urgent	Immediately
A	Most Urgent	72 hours
B	Urgent	7 days
C	Less Urgent	14 days
None	No Urgency	30 days

b. Priority requested will be shown under "REMARKS" on Form No. 36-2, (Reproduction Requisition). Class AA and A priority requests will include justification for urgency.

c. Chief, Services Branch, A&M must <sup>personally</sup> take action on Class AA and Class A priorities, and will be responsible for resolving priority conflicts between CIA activities.

d. Insofar as practicable, constant priorities will be established for recurring reports of similar form and type. CIA activities concerned will coordinate directly with the Chief, Services Branch A&M, to establish such priorities at the earliest practicable date.

e. Office and Staff Section Heads must personally maintain sufficient knowledge of priority needs and requests to insure against use of priorities "B" and above. The bulk of all priorities should

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normally be below Priority "B" so that matters of real urgency will not be delayed in reproduction.

2. Reproduction requests, except for constant priorities, will be submitted on Form 36-2 (Reproduction Requisition) which will be completed in each detail.

3. Types of Service and Cost:

a. Reproduction facilities are available for:

- (1) Mimeograph
- (2) Hectograph (Ditto)
- (3) Offset print
- (4) Type-set print
- (5) Photostat
- (6) Microfilm
- (7) Ozalid print

b. Advice relative to cost, time required, and numbers of copies in connection with each type of facility will be provided on call, by the Chief, Reproduction Division, Services Branch, A&M.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

Executive for  
Administration and Management

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28 February 1949

MEMORANDUM

TO: Executive, CIA

SUBJECT: Property Disposition

REFERENCE: (a) Proposed draft of Administrative Instruction  
 on subject.

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1. It is understood that in carrying out the duties set forth in Reference (a) covert actions will be handled by one group of Board members and overt actions by another, but this is not specifically set forth in the draft. Since this is the intent, OPC suggests that Paragraph 1 be modified to read as follows:

"1. a. Property Survey Boards composed of members as listed below are hereby constituted to act on all matters pertaining to loss, damage, destruction, theft, or for the disposition of public property for which CIA is responsible:

<i>OK</i> <i>WJ</i>	<u>Overt Board</u>	<del>Title</del>	<u>Covert Board</u>
	Deputy Chief of I&S ✓	Chairman	Deputy Chief of I&S ✓
	Chief, Inspection ✓ Branch, I&S	<del>Alternate Chairman</del> <del>and</del> Member <i>WJ</i>	<del>Chief, Research</del> <del>Branch, I&amp;S</del> <i>Delet</i> <i>WJ</i>
	Ass't General Counsel	Member and Legal Advisor	Ass't General Counsel
	Overt Deputy Services Officer	Member and Recorder	Covert Deputy Services Officer
	Chief, <del>Property Control</del> <i>Property Audit</i> Division, Services <i>WJ</i> Office	Member and Alter- nate Recorder	Ass't Covert Deputy Services Officer <i>OK</i> <i>WJ</i>

Three members will be considered a quorum."

2. It is further recommended that a new Paragraph 2b be inserted as follows:

"2. b. Designate any qualified individual to act for it in appropriate cases in determining relief from accountability

or responsibility

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- 2 -

or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned and where the estimated damage is not in excess of \$100." *OK*

3. With the insertion of this new Paragraph 2b, the present Paragraph 2b would be redesignated 2c and would read as follows:

"2. c. Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual to act for it in appropriate cases under this authorization." *OK*

4. If the above suggestions are incorporated in the Administrative Instruction sub-paragraphs 2c, 2d and 2e should be redesignated 2d, 2e and 2f.

FOR THE ASSISTANT DIRECTOR FOR POLICY COORDINATION:



Acting Executive for  
Administration & Training

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*Concur with OPC as above.*



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**RESTRICTED**CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.ADMINISTRATIVE INSTRUCTION  
NO. 

25X1A

SUBJECT: Property Disposition.

Rescission: Administrative Instruction No.  dated 4 September 1947.

25X1A

*sub.* 1. a. A Property Survey Board composed of members as listed below is hereby constituted to act on all matters pertaining to loss, damage, destruction, theft or other disposition of public property for which CIA is responsible:

Deputy Chief of I&S - - - - -	Chairman
Chief, Inspection Branch, I&S - - - - -	Alternate Chairman and Member
Assistant General Counsel - - - - -	Member and Legal Advisor
Deputy Services Officer - - - - -	Member and Recorder
Chief, <sup>Property Auditor</sup> <del>Supply Division</del> , Services Office - - - - -	Member and Alternate Recorder

Three members will be considered a quorum.

*same* b. The Services Officer will supply such administrative, technical and clerical assistance as may be required by the Board.

2. The Property Survey Board will:

*same* a. Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1,000.00 or less.

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*sub. b.* Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual member or other available individual to act for it in appropriate cases under this authorization and to determine relief from accountability or responsibility for damage, *or damage to* CIA property where there is no evidence of fault or neglect on the part of the individuals concerned, and the estimated damage is not in excess of \$100.00.

*d. g.* Recommend action to the Executive in connection with paragraph 2a, above, where the monetary value involved is in excess of \$1,000.00, *who will take final action or recommend action, as the Director in his discretion.*  
*d. f.* Require such initial Survey Reports, and presentation of evidence either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.

*d. e.* Maintain adequate records of its actions.

3. The Board and the Executive are charged with the responsibility of informing the Director of any unusual circumstances or matters which should be brought to his personal knowledge in connection with these instructions. Board reports under this paragraph will be routed through the Executive.

4. Individuals against whom pecuniary responsibility is established under the provisions of these instructions may appeal, in writing, to the Director, within thirty (30) days after receipt of notification of such liability.

5. These instructions supersede any provisions of Administrative Instruction   in conflict therewith.

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R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

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*RESTRICTED*

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ADMINISTRATIVE INSTRUCTION  
NO.

SUBJECT: Property Disposition.

CONCURRENCES:

25X1A

*(see below)*  
Services Officer

25X1A

Budget Officer

25X1A

*by suggestion below*  
Chief of I&S

25X1A

*See attached memo from O.P.C.*  
OSO

*(Concur subject to attached memo dated 24 Feb '49)*  
OPC

*I recommend that para 2 c read as follows: ✓*  
*Recommend action to the Director through the Executive etc. - not necessary*

Recommend that "Chief, Supply Division" listed in paragraph 1 a be changed to read "Chief, Property Control Division." ✓

Recommend that paragraph 2 b be changed to read "\*\*\*\*\* relief from accountability or responsibility for damage or shortage of CIA property \*\*\*\*\*" ✓

*[Signature]*  
Services Officer

*RESTRICTED*

**RESTRICTED**

DRAFT - 2 March 1949

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

25X1A

ADMINISTRATIVE INSTRUCTION  
No.

Date:

25X1A

SUBJECT: Property Disposition.

RESCISSION: Administrative Instruction No.  dated 4 September 1947.

1. a. Property Survey Boards composed of members as listed below are hereby constituted to act on all matters pertaining to loss, damage, destruction, theft, or for the disposition of public property for which CIA is responsible:

Overt Board

Covert Board

Deputy Chief of I&S

Chairman

Deputy Chief of I&S

Chief, Inspection Branch,  
I&S

Member

Asst. General Counsel

Member and  
Legal Advisor

Asst. General Counsel

Overt Deputy Services  
Officer

Member and  
Recorder

Covert Deputy Services  
Officer

Chief, Property Auditor,  
Services Office

Member and Al-  
ternate Recorder

Asst. Covert Deputy  
Services Officer

Three members will be considered a quorum.

b. The Services Officer will supply such administrative, technical and clerical assistance as may be required by the Board.

2. The Property Survey Board will:

a. Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1,000.00 or less.

-1-

**RESTRICTED**

~~RESTRICTED~~

b. Designate any qualified individual to act for it in appropriate cases in determining relief from accountability or responsibility for damage to, or shortage of, CIA property where there is no evidence of fault or neglect on the part of the individuals concerned and where the estimated damage is not in excess of \$100.00.

c. Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual to act for it in appropriate cases under this authorization.

d. Recommend action to the Executive in connection with paragraph 2a, above, where the monetary value involved is in excess of \$1,000.00, who will take final action or recommend action to the Director in his discretion.

e. Require such initial Survey Reports, and presentation of evidence either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.

f. Maintain adequate records of its actions.

3. The Board and the Executive are charged with the responsibility of informing the Director of any unusual circumstances or matters which should be brought to his personal knowledge in connection with these instructions. Board reports under this paragraph will be routed through the Executive.

4. Individuals against whom pecuniary responsibility is established under the provisions of these instructions may appeal, in writing, to the Director, within thirty (30) days after receipt of notification of such liability.

5. These instructions supersede any provisions of Administrative Instruction  in conflict therewith.

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RHH

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P  
Y

18 December 1947

MEMORANDUM FOR: Assistant Director for Special Operations  
Executive for Administration and Management

SUBJECT: Administration of Property and Supplies for the  
Office of Special Operations

REFERENCE: Administrative Instruction [ ] dated 11 February 1947,  
Subject: Accountability and Responsibility of Property  
at CIA Installations.  
Administrative Instruction [ ] dated 4 September 1947,  
Subject: Property Survey Board.

1. Procurement and Accountability of Property, Supplies and Equipment

a. All non-operational and housekeeping property, supplies and equipment for OSO in Washington will be furnished by the Services Branch, A&M and will be subject to its controls and property regulations.

b. (1) OSO operational property is defined as property procured by or for confidential purposes which requires classification of the procurement or use, and includes all property at or enroute to foreign stations.

(2) The ADSO will prescribe the property regulations and controls for operational property provided for and utilized by his office and its field stations.

(3) Property regulations and controls prescribed under this delegation of authority will conform so far as practicable to those prescribed for other activities of CIA.

c. Those items for overseas use which do not present security risks in procurement or shipment will be furnished by the Services Branch, A&M.

d. All property, supplies, and equipment procured by the Services Branch, A&M, under paragraph 1-c, for OSO foreign stations or for operational use, will be considered normal CIA property until transferred to the Transportation and Supply Division, OSO. To preserve the necessary security, OSO will assume full responsibility and accountability upon such transfer, and the Services Branch, A&M will drop the transferred property from its records as expended items. OSO will make no reports to the Services Branch, A&M of such property held by or transferred to OSO under this authority, and no reports of dollar accountability in connection therewith.

2. Establishment of a Property Survey Board

a. There is hereby established a Property Survey Board for OSO to be composed of a representative appointed by ADSO and one representative each,

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able to him, from the Office of the Executive for Inspection and  
rity and the Office of the General Counsel.

25X1A

b. The actions of this board will be governed by the provisions of  
paragraphs 2 and 3 of CIA Administrative Instruction [ ] dated 4 September  
1947.

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3. The provisions of CIA Administrative Instructions [ ] and [ ]  
in conflict with the above directive are not applicable to the activities  
of the Office of Special Operations.

/s/ R. H. Hillenkoetter  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

cc: Chief, Services Branch  
Chief, Budget & Finance Branch  
Chief, Management Branch  
General Counsel  
Executive for I&S

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27 January 1948

S. O. CIRCULAR NO. 62PROPERTY SURVEY BOARD

1.. Pursuant to the Director of Central Intelligence's memorandum to the Assistant Director for Special Operations and the Executive for Administration and Management, subject: "Administration of Property and Supplies for the Office of Special Operations," dated 18 December 1947, the following personnel are designated as a Property Survey Board for OSO:

[redacted]	Inspection & Security Div.	-- Chairman
[redacted]	Office of Special Operations	-- Member
[redacted]	General Counsel	-- Member

2. The Board will meet at the call of the Chairman, and will be guided by Administrative Instructions [redacted] dated 11 February 1947, and [redacted] dated 4 September 1947, as modified by memorandum cited in paragraph 1 above.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:

[redacted]  
Executive Secretary

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO		INITIALS	DATE		
①	L. R. Houston	<i>[Signature]</i>			
2	L. S. Warner	<i>[Signature]</i>			
3	<del>W. L. Florzheimer</del>				
④	<del>R. Kelley</del>				
25X1A					
5					
FROM		INITIALS	DATE		
1	<i>Acting Exec.</i>				
2					
3					

☐ APPROVAL  
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☒ COMMENT  
☐ CONCURRENCE

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☐ PREPARATION OF REPLY  
☐ RECOMMENDATION

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☐ RETURN  
☐ DISPATCH  
☐ FILE

REMARKS:

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FORM NO. 30-4  
SEP 1947

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1	<i>Gen Counsel</i>				
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1	<i>Acting Exec.</i>	<i>103</i>	<i>318</i>		
2					
3					

☐ APPROVAL  
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☐ INFORMATION  
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☐ PREPARATION OF REPLY  
☐ RECOMMENDATION

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☐ DISPATCH  
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REMARKS: appears to modify pars. 9 b.(3)  
9(c)(4), 10 a(2)

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CONFIDENTIAL
RESTRICTED
UNCLASSIFIED

FORM NO. 30-4  
SEP 1947

STATINTL ADMINISTRATIVE INSTRUCTION  
NO.

STATINTL SUBJECT: Property Disposition.

Recision: Administrative Instruction  dated  
14 September 1947.

1. a. A Property Survey Board composed of members as listed below is hereby constituted to act on all matters pertaining to loss, damage, destruction, theft or other disposition of public property for which CIA is responsible:

Deputy Chief of I&S - - - - -	Chairman
Chief, Inspection Branch, I&S - -	Alternate Chairman and member
Assistant General Counsel - - - -	Member and Legal Advisor
Deputy Services Officer - - - - -	Member and Recorder
Chief, Supply Division, Services Office - - - - -	Member and alternate Recorder

*Three members will be considered a quorum.*

b. The Services Officer will supply such administrative, technical and clerical assistance as may be required by the Board.

2. The Property Survey Board will:

a. Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1,000.00 or less.

b. Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual member or other available individual to act for it in appropriate cases under this authorization. *-(Add phrase indicated in para 1, comment of Sec Commed)*

c. Recommend action to the Executive in connection with para. 2a, above, where the monetary value involved is in excess of \$1,000.00.

d. Require such initial Survey Reports, and presentation of evidence either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.

e. Maintain adequate records of its actions.

3. The Board and the Executive are charged with the responsibility of informing the Director of any unusual circumstances or matters which should be brought to his personal knowledge in connection with these instructions. Board reports under this paragraph will be routed through the Executive.

4. Individuals against whom pecuniary responsibility is established under the provisions of these instructions may appeal, in writing, to the Director, within thirty (30) days after receipt of notification of such liability.

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*5. These instructions supersede any provisions of Admin Instr [ ] in conflict therewith.*

R. H. HILLENKOTTER  
Rear Admiral, USN  
Director of Central Intelligence

Note: It is intended by this draft to:

- a. Obviate the necessity for the separate special delegation to the Property Survey Board, dated 15 January 1949.
- b. More clearly define the authorities of the Board, and restrict its final authority to actions involving amounts not in excess of \$1,000.00.
- c. Provide a Board which can act on both overt and covert matters:

Overt

I&S Inspection Chief  
Assistant General Counsel  
Overt Deputy Service Officer  
Chief, Supply Division,  
Services Office

Covert

Deputy Chief of I&S  
Assistant General Counsel  
Covert Deputy Service Officer

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1	Acting Executive			103	16 Feb		
2	<i>Management Office</i>						
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1	General Counsel			117H	16 Feb.		
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SECRET		CONFIDENTIAL		RESTRICTED		UNCLASSIFIED	

FORM NO. 30-4  
SEP 1947

16 February 1949

MEMORANDUM FOR: ACTING EXECUTIVE

SUBJECT: Proposed Administrative Instruction  
No. [ ] "Property Disposition"

25X1A

1. A practical problem which has been bothering the Property Board, we believe unnecessarily, might be solved by adding to the second sentence, paragraph 2 b, of the Proposed Instruction, the following language, "and to determine relief from accountability or responsibility for damage to CIA property where there is no evidence of fault or neglect on the part of the individuals concerned, and the estimated damage is not in excess of \$100."

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2. We note the recision in the Proposed Instruction of Administrative Instruction [ ] dated 4 September 1947. We have on file a draft of Administrative Instruction [ ] dated 19 May 1948, but there is no indication in our files whether or not this draft was ever put into effect. We do feel, however, that another recision should be made in some manner, namely, for the authority granted in the memorandum from the DCI to ADSO and A & M, dated 18 December 1947, subject: "Administration of Property and Supplies for OSO."

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3. Possibly amendments are in order to the following paragraphs of Administrative Instruction [ ] dated 11 February 1947, to bring them into line with the proposed procedure: paragraph 7 on audits; paragraphs 9 on surveys; and paragraph 10, particularly sub-paragraph a (2).

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[ ]  
LAWRENCE R. HOUSTON  
General Counsel

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ADMINISTRATIVE INSTRUCTION  
NO. *Original kept in  
file (usual on  
30 Jan 48  
103*

STATINTL

SUBJECT: Property Disposition.

Revison: Administrative Instruction  dated  
4 September 1947.

1. a. A Property Survey Board composed of members as listed below is hereby constituted to act on all matters pertaining to loss, damage, destruction, theft or other disposition of public property for which CIA is responsible:

Deputy Chief of I&S - - - - -	Chairman
Chief, Inspection Branch, I&S - -	Alternate Chairman and member
Assistant General Counsel - - - -	Member and Legal Advisor
Deputy Services Officer - - - - -	Member and Recorder
Chief, Supply Division, Services Office - - - - -	Member and alternate Recorder

b. The Services Officer will supply such administrative, technical and clerical assistance as may be required by the Board.

2. The Property Survey Board will:

a. Determine the pecuniary liability or relief from accountability or responsibility of any individual for loss, damage, destruction or theft or other disposition of public property for which CIA is responsible, where the total monetary value involved is \$1,000.00 or less.

*from*

b. Direct disposition or destruction of unserviceable, obsolete or surplus property in the custody of CIA. The Board may designate any qualified individual member or other available individual to act for it in appropriate cases under this authorization.

c. Recommend action to the Executive in connection with para. 2a, above, where the monetary value involved is in excess of \$1,000.00.

d. Require such initial Survey Reports, and presentation of evidence either in person or in writing, as may be considered necessary to arrive at appropriate conclusions and determinations.

e. Maintain adequate records of its actions.

3. The Board and the Executive are charged with the responsibility of informing the Director of any unusual circumstances or matters which should be brought to his personal knowledge in connection with these instructions. Board reports under this paragraph will be routed through the Executive.

4. Individuals against whom pecuniary responsibility is established under the provisions of these instructions may appeal, in writing, to the Director, within thirty (30) days after receipt of notification of such liability.

R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

Note: It is intended by this draft to:

a. Obviate the necessity for the separate special delegation to the Property Survey Board, dated 15 January 1949.

b. More clearly define the authorities of the Board, and restrict its final authority to actions involving amounts not in excess of \$1,000.00.

c. Provide a Board which can act on both overt and covert matters:

Overt

I&S Inspection Chief

Assistant General Counsel

Overt Deputy Service Officer

Chief, Supply Division,  
Services Office

Covert

Deputy Chief of I&S

Assistant General Counsel

Covert Deputy Service Officer

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1	Chief I-3	SE	24 Jan.	
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REMARKS: I had this prepared by the I Branch and concern in the recommendations. I think it will give better protection to all concerned in cases of large losses dropped on survey. Recommend implementation of recommendations by your office.

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FORM NO. 30-27 SEP 1947

Larry Houston concurs, but I would like to talk to you about it.

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Inspection and Security                      DATE: 17 January 1949  
FROM : Acting Chief, Inspection Division  
SUBJECT: Study of the Authority and Functions of the Property Survey Board

## A. THE PROBLEM

1. The Property Survey Board recently took final action on four survey reports involving a total of \$9,617.47 in lost property from Supply Account No. 3. (Exhibit 1) The Board determined the losses indicated in the reports were not due to the fault or neglect of the responsible individual of record, and, therefore, relieved him of pecuniary liability. The determination was based on evidence that the initial inventory taken in November 1946 was inaccurate, as determined by official CIA inventory of January 1948, that physical control of property and its storage were inadequate up to November 1947, and that these conditions were beyond the control of the responsible individual of record, and that he made efforts to have them corrected. (Reference: Property Survey Board Survey Reports Nos. 00022, 00039, 00040, and 00041 on file in Property Control Division.)
2. As this is the first case involving a large monetary value, it was considered advisable to study the establishment, authority, and functions of the Property Survey Board and its procedures with respect to determining pecuniary liability or relieving from responsibility for loss, damage, destruction or theft of government property. If necessary, recommendations should be made for whatever changes are indicated to insure adequate protection to the Director of Central Intelligence and the government.
3. Set forth hereunder are findings of the study together with discussions and resulting conclusions and recommendations.

## B. FINDINGS AND DISCUSSION

1. Property Control. In order to understand the circumstances surrounding the survey reports concerned in this study, it is necessary that a general acquaintance be had with a brief chronology of property acquisition and control during the formative period of CIA. A review of Property Control Division files discloses

the following principal events in that regard.

- a. January 22, 1946 - CIG established by Executive Order.
- b. January through October 1946 - Property requisitioned from SSU as needed.
- c. October 1946 - Informal working procedure set up for property accounting within CIG.
- d. November 1, 1946 - SSU property inventoried and transferred to CIG.
- e. November 4, 1946 - Draft of initial Property Accounting Administrative Order submitted for approval.
- f. December 30, 1946 - Accountable Supply and Property Officers appointed. (Chief, Property Control Division, states these appointments were made in November.)
- g. February 11, 1947 - Administrative Instruction No. [ ] issued. (Subject: Accountability and Responsibility for Property in CIG Installations)
- h. February 10, 1947 to August 1947 - Lack of Property Survey Board mentioned repeatedly in official memoranda and reports in Services Branch.
- i. September 1, 1947 - Authority delegated by Director of Central Intelligence to Property Survey Board to take final action to determine pecuniary liability or relief from responsibility of any CIG employee for loss, damage, destruction, or theft of Government (CIG) property; and authority delegated by Director of Central Intelligence to Executive for A & M to prescribe rules and regulations governing property control, accountability and responsibility (Exhibit 2).
- j. September 4, 1947 - Administrative Instruction [ ] issued. (Subject: Accountability and Responsibility for CIG Property. Establishes Property Survey Board and states its functions.)

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- k. September 23, 1947 - First meeting of Property Survey Board.
  - l. November 1947 - Decentralized storage of property in Supply Account No. 3 consolidated in one location.
  - m. December 1, 1947 - Catalog of office equipment and furniture issued. (This established official nomenclatures.)
  - n. December 30, 1947 - Memorandum from Executive for A & M to Chief, Services Branch, requesting report of measures effected to protect Government property.
  - o. January 9, 1948 - Memorandum from Chief, Services Branch, establishing procedures for issuing property from supply accounts to eliminate losses. (This action is pursuant to the citation in paragraph n above.)
  - p. January 1948 - Supply Account No. 3 inventoried by Property Control Division.
  - q. August 3, 1948 - Proposed manual of "Property Accounting Regulations" submitted to Management Branch for approval and publication. (Not issued to date)
2. The chronology of measures taken to establish procedures for property accounting reflects reasonably prompt action in that respect. However, the record, as reflected above and in the subject Survey Reports, indicates physical controls to protect property in Supply Account No. 3 were deficient up to possibly November 1947, when that property was physically consolidated in one location; and administration of CIA property under established procedures might have been deficient up to possibly January 1948, when the subject property was inventoried by Property Control Division and instructions were issued establishing more rigid controls in issuing property from supply accounts. It is also noted that subsequently, during 1948, various operational instructions in the form of memoranda were issued on an average of about two per month. On August 3, 1948, a proposed manual of "Property Accounting Regulations," containing detailed operating instructions for property accounting, was prepared by Property Control Division for approval and publication, but it has not been issued to date. The Services Officer states that he is holding it pending a study being made by him to reduce operations and records concerned with property, after which the manual will be revised and issued. It is also noted that practically all of the thirty-seven property and supply accounts have been completely inventoried. Among those which

are lacking in this regard are the accounts for Communications Division, OSO, and Cover and Documentation. These accounts have not been accessible to Property Control Division for complete inventories due to the nature of their operations. Other accounts which have not been completely inventoried for various reasons are the Map Branch, Communications Teletype account, and two FBIB station accounts. All CIA property and supply accounts are scheduled for audit during 1949. In order to determine the effectiveness with which procedures and controls are presently administered, it would be necessary to make a complete survey of operations in the administration of property accounting and controls, which is not within the scope of this study.

3. Property Survey Board. A review of Property Survey Board minutes and Survey Reports Nos. 00022, 00039, 00040 and 00041 discloses the following chronology with respect to actions taken concerning the losses in Supply Account No. 3. (Subject losses are itemized in Exhibit 1.)

- a. November 1, 1946 - SSU property inventoried and transferred to CIG.
- b. June 1947 - Losses in Supply Account No. 3 discovered through inventory taken by Chief, Office Equipment and Supply Unit.
- c. December 17, 1947 - Losses in Supply Account No. 3 submitted to Property Survey Board as Reports on Inventory Adjustments. Action deferred by Property Survey Board pending more information.
- d. January 1948 - Inventory of Supply Account No. 3 taken by Property Control Division.
- e. January 21, 1948 - Reports of Inventory Adjustments in Supply Account No. 3 resubmitted to Property Survey Board and returned to responsible individual for preparation and submission of Survey Reports.
- f. September 8, 1948 - Reports of Survey Nos. 00022, 00039, 00040 and 00041 covering losses in Supply Account No. 3 submitted to Property Survey Board. Responsible individual appeared before a Board and gave oral information in support of reports. Reports returned to Property Control Division for additional information.



g. December 15, 1948 - Survey Reports Nos. 00022, 00039, 00040 and 00041 resubmitted to Property Survey Board. Responsible individual relieved of pecuniary liability.

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4. Establishment of a Property Survey Board remained unaccomplished until September 1947, (Exhibit 2 and Administrative Instruction [redacted]), despite repeated official mention of its lack during a period from February to September 1947. However, evidence does not show this delay caused the Government any loss. The personnel of the voting membership of the Property Survey Board has changed completely since its inception in September 1947 to date. The chairmanship has been held in succession by three different persons, each becoming a member of the Board as a representative of Inspection Branch, I & S.

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5. The chronology listed above in paragraph 3 reflects undue delay in the processing of the reports of survey. Contributing circumstances may have been such factors as the late establishment of the Property Survey Board, and unfamiliarity on the part of responsible and accountable individuals, investigation personnel and the members of the Property Survey Board themselves, with how properly to complete a report of survey so that a correct determination may be made thereon. It is believed that these deficiencies have been corrected through a better understanding by all concerned of the principles and procedures connected with survey reports, and by a recent delineation of specific authority to the Assistant Chief, Property Control Division, for investigation of all property survey reports.
6. The charter of the Property Survey Board, under Administrative Instruction [redacted] delegates to it the authority of the Director of Central Intelligence to determine pecuniary liability or relief from responsibility of any CIA employee for the loss, damage, destruction or theft of Government property.
7. Operational or working rules under which CIA property losses are considered are as follows. Property Control Division, Services Branch, investigates all reports of survey and submits the reports with its findings and recommendations to the Property Survey Board. Property Control Division has not had occasion to concern itself with investigating for liability or relief of any individual beyond the responsible individual of record in the survey report, nor has the Property Survey Board had occasion to request it to do so in any case to date. There has been some doubt in the minds of the members of the Property Survey Board as to its authority to investigate beyond the responsible individual of record if there are indications of fault or neglect due to unsatisfactory or improper administration at a higher level than the responsible individual of record. After the survey report has been investigated as mentioned above, Property

Survey Board reviews it and takes final action in determining pecuniary liability or relief from responsibility of the responsible individual of record based on the evidence in the report. In cases where relief from responsibility is granted, the responsible individual is advised and the case is closed. When pecuniary liability is found, the responsible individual and the Budget Officer are notified. No other distributions of the findings are made in either case. Provision is made for appeal from the findings of the Board to the Director of Central Intelligence.

8. The procedures outlined above are patterned loosely and in general after those of the Department of the Army, as set forth in War Department TM 14-904. However, there are differences with respect to the final action taken. In CIA the Property Control Division makes all necessary investigations and submits the complete survey reports to the Property Survey Board which takes final action in determining pecuniary liability or relief from responsibility of the responsible individual of record. In the Army the Survey Officer or the the Survey Board investigates the loss, and submits the survey report with its findings and recommendations to the Station Commander, who either takes final action or in turn refers it to the Service Command (or Army Area, as now designated) for final action depending on the case. When relief is granted in the Army survey reports, it is done so to "relieve all concerned of responsibility."
9. Conferences with representatives of GAO, Bureau of the Budget and Department of Agriculture revealed the following:
  - a. GAO does not have a Property Survey Board, and determinations in connection with their lost property are handled administratively within the organizational structure.
  - b. The report of the Joint Property Accounting Staff (GAO, Treasury, Budget), dated June 1948, which presents a "Federal Inventory Control System" recommends appointments of boards of survey to investigate and recommend fixing of or relief from liability in connection with lost, stolen, damaged, or destroyed property. The report further recommends that reports of survey, after recommendation of the board, should be reviewed by the agency head or an administrative official who should make final determination as to responsibility and disposition of the property.

- c. Department of Agriculture regulations provide for survey boards to act only in connection with the disposition of surplus and unserviceable property. Investigation and determination of relief or liability for lost, damaged, stolen or destroyed property is achieved administratively, usually by a head of a departmental unit or his delegated representative.
- 10. The other members of the CIA Property Survey Board were requested for opinions regarding the adequacy of the present complete delegation of authority by the Director of Central Intelligence to the Property Survey Board to determine pecuniary liability or relief from responsibility for lost, stolen, damaged or destroyed property. It is their opinion that the present complete delegation of authority is adequate and should remain unchanged. The writer appreciates the need for delegation of authority to relieve executives from administrative details, but believes that the interests of the government and protection of the Director of Central Intelligence would be best served if the delegation of authority to grant relief from responsibility were limited to a specific monetary amount high enough to cover the large percentage of ordinary cases and low enough to insure review by the Director of Central Intelligence of unusually large losses in which no financial recovery is obtained.
- 11. The authority of a government department to determine pecuniary liability is established by Title 31 (USC 89-92) (Exhibit 3). On 28 December 1948 the General Counsel was asked for an opinion concerning the limit of this authority with regard to an accounting or reporting by CIA to the GAO or other agency in cases of relief from pecuniary liability. The General Counsel was also asked for an opinion as to the limit of authority of the Property Survey Board to investigate throughout the organizational structure of CIA to determine pecuniary liability or relief of an employee other than the responsible individual of record. In the absence of a reply to date from the General Counsel, this report is submitted on the assumption that there is no requirement for reporting or accounting to GAO or other agency in cases where relief from pecuniary liability is granted. It is also assumed that it is the intention of the Director of Central Intelligence to delegate authority to the Property Survey Board to fix responsibility wherever it might rest within CIA in cases of lost, damaged, stolen or destroyed government property.

C. CONCLUSIONS

It is concluded that:

1. Administrative steps taken to establish procedures for property accounting appear to have been reasonably prompt. However, indications of deficient physical controls and possibly deficient administration of government property were present during 1947. In order to determine the efficiency of current property control measures in CIA, a complete survey in that field would be necessary and might be beneficial at this time.
2. CIA and Army practices differ in the matter of delegating authority for taking final action with respect to fixing pecuniary liability or granting relief. In CIA the authority is delegated by the Director of Central Intelligence to the Property Survey Board. This authority is not delegated in the Army. In civilian agencies the authority, when delegated, is usually given to an administrative head. In the interests of relieving the heads of agencies from administrative details, some delegation in this regard seems proper and necessary. However, it is believed that greater protection would be afforded by placing a limit on this delegated authority with respect to the granting of relief. For this reason it is concluded that the delegation of authority in CIA to the Property Survey Board should be revised to provide that relief from responsibility involving large monetary amounts be reviewed by the Director of Central Intelligence for approval before becoming final.
3. The relief of a responsible individual of record without further pursuing evidence which indicates fault or neglect of another individual, either higher or lower in authority, does not appear to be a logical and proper conclusion of a report of survey. It is believed that any such cases should be investigated until the evidence is thoroughly resolved, and it is believed that Administrative Instruction [ ] and the delegation of authority by the Director of Central Intelligence to the Property Survey Board should be further revised so as to leave no doubt in this regard.

STATINTL

D. RECOMMENDATIONS

It is recommended that:

1. Consideration be given to conducting a survey of property control now in effect.

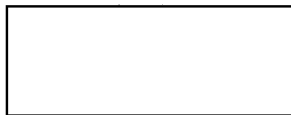
STATINTL

2. Paragraph 2 a of Administrative Instruction  and paragraph B (1) of the delegation of authority (Exhibit 2) be revised to read:

"Determine and fix the responsibility for loss, damage, destruction or theft of government property for which CIA is responsible."

3. All decisions of the Property Survey Board granting relief in survey reports involving \$1000.00 or more be referred to the Director of Central Intelligence for approval before being considered final actions.

STATINTL



REPORT OF SURVEY NO. 00022

10 Cabinet, 4 drawer, letter size, insulated w/combination	\$ 1,500.00
10 Cabinet, card index, 5x8, 1 drawer	58.20
3 Stools, filing, approx. 18" high	18.00
1 Table, wood, 72"	85.00
	<u>\$ 1,661.20</u>

REPORT OF SURVEY NO. 00039

1 Stand, Kardex	\$ 25.00
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REPORT OF SURVEY NO. 00040

11 Cabinets, 2 drawer, letter size, wood	\$ 440.00
1 Cabinet, section, bookcase, base	7.93
1 Chair, leather, straight w/arms	45.48
1 Chair, leather, swivel, w/arms	56.94
19 Chairs, typist	572.47
2 Clocks, wall, electric	13.72
7 Costumers, wood	49.07
12 Desks, 60 inch, compartment (R or L), typist	815.76
2 Fans, electric, wall	50.00
2 Stands, telephone	30.00
1 Stand, typist	15.47
3 Stools, drafting, 30 inch	12.00
1 Table, wood, 36 inch	20.07
1 Tray, ash, desk, executive	4.25
1 Stand, Index	35.00
16 Typewriters, standard, 11 inch	1,428.48
6 Typewriters, standard, 14 inch	498.90
3 Typewriters, standard, 18 inch	316.08

REPORT OF SURVEY NO. 00040 (Cont)

28 Rolls Cloth, iron wire	\$ 126.00
3 Safes, Field	148.50
5 Safes, Mosler (or equal), 2 door	1,243.20
7 Safes, miscellaneous	<u>1,740.48</u>
	\$ 7,669.80

REPORT OF SURVEY NO. 00041

1 Machine, dictating	261.47
	<u>          </u>
Grand Total	\$ 9,617.47

C O P Y

1 September 1947

By virtue of the authority vested in me as Director of Central Intelligence, it is directed that:

A. The authority to prescribe rules and regulations governing (1) control of Government property in possession of CIG employees, (2) property accountability, and (3) property responsibility, is hereby delegated to the Executive for Administration and Management.

B. The authority is hereby delegated to the Property Survey Board to take final action to:

(1) Determine the pecuniary liability, or relief from responsibility, of any employee of CIG for the loss, damage, destruction, or theft of Government property for which CIG is responsible;

(2) Direct disposition or destruction of unserviceable and obsolete property in the custody of CIG; and

(3) Direct ultimate disposition of property worn out through fair wear and tear or otherwise rendered unserviceable or obsolete in the service of the Government without fault or neglect on the part of any individual and relieve the individual concerned of responsibility and/or accountability therefor, or where there is evidence that such property may have been rendered unserviceable through fault or neglect on the part of any CIG employee, determine pecuniary responsibility of such employee.

/s/ R. H. Hillenkoetter  
R. H. HILLENKOETTER  
Rear Admiral, USN  
Director of Central Intelligence

C O P Y

Exhibit  
No. 2



UNITED STATES CODETITLE 31

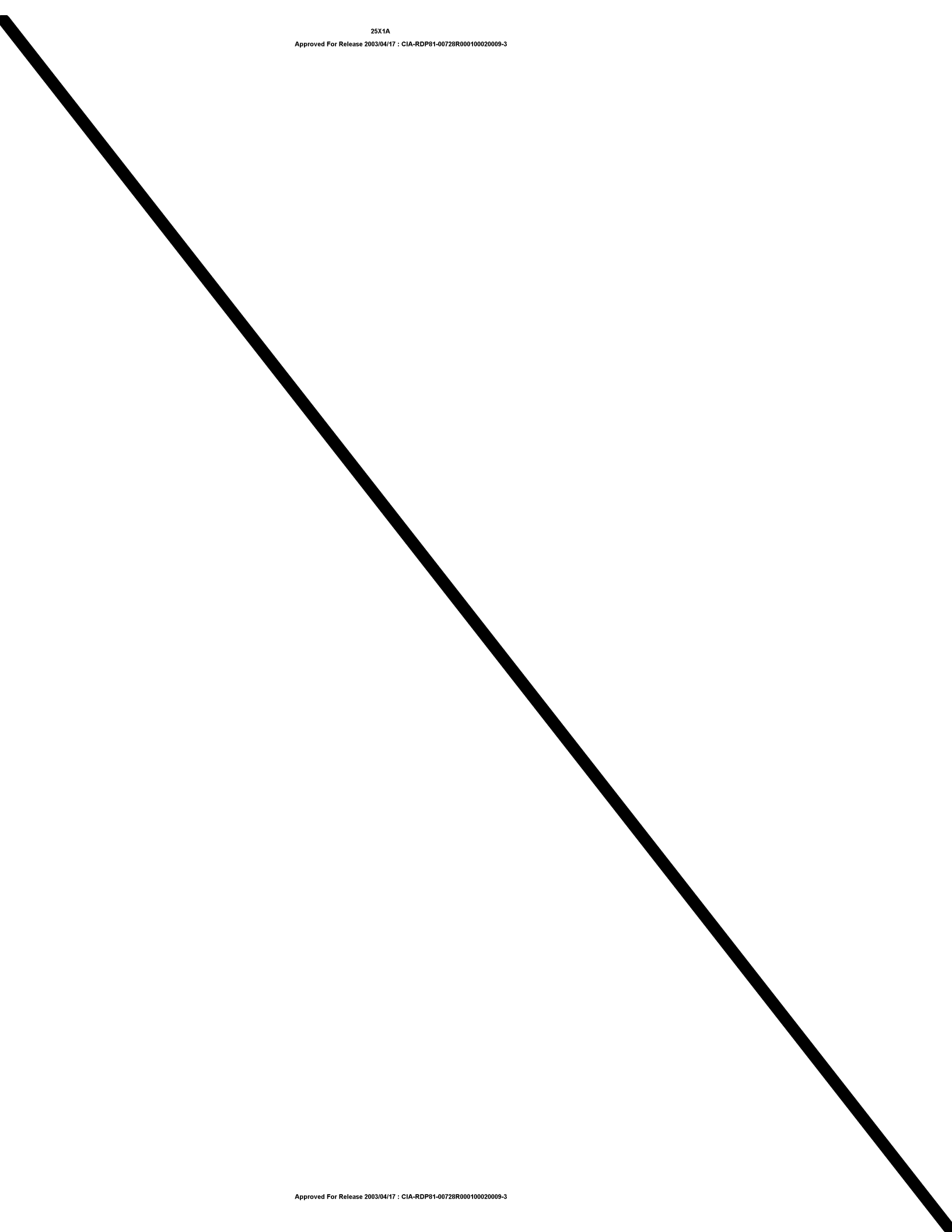
Sec. 89. Property returns by officers. Instead of forwarding to the General Accounting Office returns of public property intrusted to the possession of officers or agents, the Quartermaster General, the Surgeon General, the Chief of Engineers, the Chief of Ordnance, the Chief Signal Officer, the Paymaster General of the Navy, the Commissioner of Indian Affairs, or other like chief officers in any department, by, through, or under whom stores, supplies, and other public property are received for distribution, or whose duty it is to receive or examine returns of such property, shall certify to the General Accounting Office, for debiting on the proper account, any charge against any officer or agent intrusted with public property, arising from any loss, accruing by his fault, to the Government as to the property so intrusted to him. (Mar. 29, 1894, c. 49, par 1, 28 Stat. 47; Aug. 24, 1912, c. 391, par. 3, 37 Stat. 591; June 10, 1921, c. 18, par 304, 42 Stat. 24.)

Sec. 90. Same; certificate as to lost property. Said certificate shall set forth the condition of such officer's or agent's property returns, that it includes all charges made up to its date and not previously certified, that he has had a reasonable opportunity to be heard and has not been relieved of responsibility; the effect of such certificate, when received, shall be the same as if the facts therein set forth had been ascertained by the General Accounting Office in accounting. (Mar. 29, 1894, c. 49, par 2, 28 Stat. 47; June 10, 1921, c. 18, par. 304, 42 Stat. 24.)

Sec. 91. Same; manner of making. The manner of making property returns to or in any administrative bureau or department, or of ascertaining liability for property, under existing laws and regulations, shall not be affected by sections 89 to 92 of this title, except as provided in section 89 of this title; but in all cases arising as to such property so intrusted the officer or agent shall have an opportunity to relieve himself from liability. (Mar. 29, 1894, c. 49, par. 3, 28 Stat. 47.)

Sec. 92. Same; regulations. The heads of the several departments are hereby empowered to make and enforce regulations to carry out the provisions of sections 89 to 91 of this title. (Mar. 29, 1894, c. 49, par. 4, 28 Stat. 47.)





CLASSIFIED

RESTRICTED

CONFIDENTIAL

SECRET

SECRET

(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)

CENTRAL INTELLIGENCE GROUP  
INTER-OFFICE ROUTING SLIP

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
DEPUTY DIRECTOR			
SECRETARY TO THE DIRECTOR			
✓ EXECUTIVE OFFICE: EXECUTIVE DIRECTOR	✓	7	
ADVISORY COUNCIL			
✓ EXECUTIVE FOR PERSONNEL & ADMINISTRATION + Management	✓	103	2 Sept
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, REPORTS & ESTIMATES			
ASST. DIRECTOR, OPERATIONS			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

APPROVAL *for info*☒

INFORMATION

☐

DIRECT REPLY

☐

ACTION

☐

RETURN

☐

COMMENT

☐

RECOMMENDATION

☐

PREPARATION OF REPLY

☐

FILE

☐

SIGNATURE

☐

CONCURRENCE

☐

DISPATCH

☐

REMARKS:

OK 4 Sept.  
Rmt

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

ARE NOT TO BE USED

(359)

D R A F T  
29 Aug 47CENTRAL INTELLIGENCE GROUP  
Washington, D. C.MEMORANDUM  
NUMBER [REDACTED]

SUBJECT: Property Survey Board

Reference: CIG Memorandum [REDACTED] dated 11 February 1947,  
Subject: Accountability and Responsibility for  
Property at CIG Installations

1. A Property Survey Board is hereby established to act for the Director of Central Intelligence on all matters pertaining to loss, damage, destruction, theft or disposition of public property for which CIG is responsible. This board shall consist of:

Chief, Inspections Branch, I&S -- Chairman  
Assistant General Counsel -- Member  
Chief, Property Control Division,  
Services Branch, A&M -- Member

2. The Property Survey Board will:

a. Determine the pecuniary liability or the relief from responsibility of any employee of CIG for the loss, damage, destruction, or theft of public property.

b. Authorize disposition or destruction of unserviceable and obsolete property in the custody of the CIG.

c. Require the responsible person to submit, in compliance with paragraph 9 of above reference, a completed Survey Report (Form No. 36-18) in each case of loss, damage, destruction, or theft of CIG property and, when necessary, direct an investigating officer to obtain additional information.

d. ~~(1)~~ Review all Survey Reports and supplemental data, including the findings and recommendations of the investigating officer when applicable.

e. ~~(2)~~ Afford the responsible individual an opportunity to examine all available evidence and to include any additional statement he may

-2-

desire to make.

~~(3) Render a decision as to pecuniary liability or relief from responsibility.~~

f. Advise those directly concerned of the decision by the board and maintain records of all Property Survey Board proceedings.

g. (1) Review and investigate all requests for disposition of property worn out through fair wear and tear or otherwise rendered unserviceable and/or obsolete in the service of the Government without fault or neglect on the part of any individual.

(2) Authorize ultimate disposition of such property.

(3) Relieve the individual concerned of responsibility and/or accountability therefor, or direct the preparation of a Survey Report in each case where there is evidence that subject property may have been rendered unserviceable through fault or neglect on the part of any individual.

3. When pecuniary liability is established against an individual, he may appeal the Property Survey Board's decision to the Director of Central Intelligence in writing, through the Property Survey Board, within 30 days after receipt of notification of the Board's decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Executive for  
Administration and Management



I HAVE PERSONALLY INVESTIGATED ALL AVAILABLE EVIDENCE AS SHOWN IN EXHIBITS \_\_\_\_\_ TO \_\_\_\_\_ AND  
IT IS MY BELIEF THAT THE ARTICLES LISTED HEREON AND/OR ON ATTACHED SHEETS, TOTAL COST \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (INVESTIGATING OFFICER)

(6) CERTIFICATION (PROPERTY ACCOUNTABLE OFFICER)

I CERTIFY THAT THE ITEMS LISTED HEREON AND/OR ON ATTACHED SHEETS APPEAR ON MY STOCK RECORD ACCOUNT  
AND WERE ISSUED OF M/R TO RESPONSIBLE PERSON INITIATING THIS SURVEY.

\_\_\_\_\_  
SIGNATURE (ACCOUNTABLE OFFICER)

(7) RECOMMENDATION (CHIEF OF INSTALLATION - OVERSEAS)

INVESTIGATION OF ALL AVAILABLE EVIDENCE (DOES OR DOES NOT) SUBSTANTIATE THE FINDINGS OF THE  
INVESTIGATING OFFICER.

\_\_\_\_\_  
SIGNATURE (CHIEF OF INSTALLATION)

RECOMMENDATION (PROPERTY CONTROL SECTION, WASHINGTON, D.C.)

\_\_\_\_\_  
SIGNATURE (CHIEF)

INSTRUCTIONS

1. CORRECT NOMENCLATURE (SEE CIG STANDARD NOMENCLATURE LIST).
2. COST TO BE INSERTED BY PROPERTY CONTROL SECTION, WASHINGTON, D.C.
3. STATE WHETHER ARTICLES WERE LOST, DAMAGED, STOLEN, ETC.
4. A CONCISE STATEMENT BY RESPONSIBLE PERSON INITIATING SURVEY INCLUDING NAMES, DATES, LOCATIONS, TO WHOM LOSS REPORTED, ETC. SWORN STATEMENTS SHOULD BE OBTAINED FROM WITNESSES WHENEVER POSSIBLE TO BE ATTACHED TO EXHIBITS.
5. REPORT AND RECOMMENDATION OF INDIVIDUAL MAKING ON THE SCENE INVESTIGATION OF LOSS, DAMAGE OR DESTRUCTION.
6. TO BE COMPLETED ONLY WHEN PROPERTY WAS ISSUED ON MEMORANDUM RECEIPT BASIS.
7. SHOULD CHIEF OF INSTALLATION DISAGREE WITH FINDINGS OF INVESTIGATING OFFICER, STATE REASON AND ACTION RECOMMENDED.

NOTE: IF SPACE IS INADEQUATE, ANOTHER SHEET MAY BE USED MAKING REFERENCE IN THE SPACE PROVIDED AS FOLLOWS: (SEE  
ATTACHED SHEET "\_\_\_\_\_ MARKED "\_\_\_\_\_ COMMENT \_\_\_\_\_")

CENTRAL INTELLIGENCE GROUP

Washington, D. C.

STATINTL

C.I.G. MEMORANDUM

11 February 1947

NO. 

SUBJECT: Accountability and Responsibility For Property at  
CIG Installations (Effective until 30 June unless  
sooner rescinded)

1. GENERAL

a. Authority

In accordance with the provisions of USCA Title 31, Sections 89, 90, 91, 92, the Central Intelligence Group, as an independent agency, is responsible for the establishment of policies and procedures pertaining to all phases of property accounting. A complete series of property regulations are in process of publication, and will be issued to all activities upon completion.

b. Purpose

This order is the authority for the establishment of uniform property records to be maintained and procedures to be followed in accounting for supplies and equipment at all CIG operating units and installations except those activities under the jurisdiction of the Director of The Office of Special Operations. Immediate action will be taken to comply with the provisions of this order which are effective upon publication.

2. ACCOUNTABILITY

a. "Accountability" is the obligation of an individual, officially designated to maintain a formal record of CIG property on a stock record account. An individual so designated by a superior to maintain a formal basic record, showing by item the receipt and disposal of property, and the quantity of property on hand, will be referred to as an accountable Supply and Property Officer.

b. Any commissioned or warrant officer of the U. S. Army or Navy, or any U. S. civilian employee, CAF-7 or above, may be designated as an accountable officer for public property under the jurisdiction of this agency.

3. RESPONSIBILITY

a. "Responsibility" is the obligation of an individual for the proper custody, care, and safekeeping of Government property entrusted to his possession or under his supervision whether or not a signed receipt has been given. Responsible individuals are not required to maintain a formal stock record account for property in their possession, but the maintenance of an informal record of receipts and disbursements is advisable.



- 2 -

b. "Direct responsibility" is used to indicate the responsibility of an individual to whom property has been entrusted and who is specifically charged with its care and safekeeping.

c. "Supervisory responsibility" indicates the responsibility which will be exercised by the senior individual of an installation or unit such as a branch, division, etc., to insure that all property over which he has jurisdiction is safeguarded, administered and accounted for.

4. EXPENDABLE AND NON-EXPENDABLE PROPERTY

a. Non-expendable property includes all supplies and equipment not consumed in use and which ordinarily retain their identity during the period of use, such as vehicles, machines, desks, and typewriters.

b. Expendable property includes all supplies and equipment which are consumed or lose their separate identity in use. Spare parts, which are used to repair or complete other articles, office supplies, such as stationery, pencils, etc., are considered expendable items.

c. For accounting purposes, non-expendable items of housekeeping equipment and office supplies having a unit value of less than \$1.00 will be considered expendable upon issue, and will not be carried on the records of the Accountable Supply and Property Officer. Such items include: cups, glass, sponge; pads, stamp; rulers, wood; removers, stapler; trays, glass, ash; blotters, rocker type.

5. ESTABLISHING AND MAINTAINING STOCK RECORD ACCOUNTS IN WASHINGTON AREA

a. General

(1) Arrangements will be made by the various offices and branches in the Washington Area to determine the level at which accountable Branch Supply and Property Officers will be appointed.

(2) Normally, accountability will be established at the branch level; however, this is not mandatory. The organizational structure of the office, and its subordinate units (branches, divisions, etc.), should be the primary factor in the determination of the accountability level.

b. Establishing Accounts and Account Numbers

(1) After the accountability level has been established, office, branch, and/or division chiefs will take immediate action to effect the appointment of an accountable officer for their respective units. Individuals designated as accountable Branch Supply and Property Officers will familiarize themselves with the offices or groups of offices under the jurisdiction of their unit. Utilizing Form 36-13, the Branch Supply and Property Officer will establish an "Accounts Control Register" (Sample Attached) for using offices within his unit.

(2) Each office or group of offices will be assigned an account number by the Branch Supply and Property Officer. One individual within the office or group of offices will be designated as the responsible person for the property issued to that account number.

c. Inventory Procedure

STATINTL

(1) Administrative Order [ ] dated 25 October 1946, required that an inventory as of 1 November 1946 be used as the basis for all accountable records. All property within the branch, including supplies and equipment in the possession of individuals, will be reflected on the records of the Branch Supply and Property Officer.

(2) Upon completion of the inventory, the property on hand in each account will be listed on a Form No. 36-7, "Request for Supplies, Equipment or Services," (Sample Attached), prepared in quadruplicate by the Branch Supply and Property Officer. Three copies of Form 36-7 will be forwarded to the responsible individual in each account for checking and signature. One copy will be held in suspense by the Branch Supply and Property Officer.

d. Consolidation of Inventories

(1) When the two signed copies of Form 36-7 are returned by the responsible individuals within the unit, the Branch Supply and Property Officer will consolidate all the original copies by item. This will constitute the Branch Supply and Property Officer's consolidated opening inventory which will be vouchered and posted as a debit to his stock record account. The signed original copies of Form 36-7 will become sub-vouchers to the consolidated inventory, and will be filed as such in the voucher file under one debit voucher number. The signed No. 2 copies of Form 36-7 will be filed in individual jacket files established for each responsible person after the forms have been posted by account number to the section entitled "Accounts Control" on the reverse side of the "Stock Control Card," Form No. 36-14 (Sample Attached).

(2) Two copies of the consolidated opening inventory will be forwarded to the Chief, Property Control Section by the Branch Supply and Property Officer.

e. Forms to be Used and Records to be Maintained

(1) The stock record accounts established by the Branch Supply and Property Officers will be maintained by item on individual "Stock Control Cards," Form No. 36-14. The face of the Form No. 36-14 will be used to maintain a running balance of each type of non-expendable property issued to his unit. This balance will represent the Branch Supply and Property Officer's total accountability for that item. The reverse side of the Form No. 36-14, known as "Accounts Control," will be used to maintain a running balance by item of property held by responsible individuals in each account. The total of the balance of the individual accounts on the reverse side of Form No. 36-14 should equal the quantity shown in the "Balance" column on the face of the "Stock Control Card."

- 5 -

(2) Branch Supply and Property Officers will maintain a "Voucher Register" on Form No. 36-15 (Sample Attached) which will be used to record by number the vouchers that are posted as transactions to the "Stock Control Card." After such entries have been completed, the vouchers will be filed in the voucher file.

(3) Individual jacket files will be established and maintained for the responsible individuals of each account serviced by the Branch Supply and Property Officer. All vouchers representing transactions between the Branch Supply and Property Officer and the responsible individual of the account will be filed in the jacket file for that particular account after said transaction has been posted to the "Accounts Control" section of the "Stock Control Card."

f. Postings to the Stock Record Account

STAT

(1) All non-expendable property received from the [ ] Services Division, or from any other source, will be posted as a debit to the "Stock Control Cards" maintained by the Branch Supply and Property Officer.

(2) Issues made to individual accounts will not constitute a credit to the stock record account of the Branch Supply and Property Officer, but will be posted to the "Accounts Control" section on the reverse side of Form No. 36-14. The total accountability of the Branch Supply and Property Officer is not changed when "Memorandum Receipt" issues are made to individual accounts within the unit.

STAT

(3) Returns of excess non-expendable property to the [ ] Services Division, or any other dispositions made in accordance with instructions from the [ ] will be posted as a credit to the "Stock Control Cards" of the Branch Supply and Property Officer.

STAT

- 6 -

(4) Expendable supplies, such as stationery, office supplies, etc., will not be carried on the stock record account of the Branch Supply and Property Officer, nor will they be reflected on the "Accounts Control" section of Form No. 36-14. Expendable supplies may be requisitioned by the responsible individual of the using office directly from the [ ] of the Services Division.

STAT

(5) Non-expendable property transferred from one Branch Supply and Property Officer to another Branch Supply and Property Officer will be listed on a "Property Turn-In or Transfer Slip," Form No. 36-24 (Sample Attached) or on WDAGO Form No. 447, prepared in sextuplicate by the consignor or transferring officer. The consignor will retain two signed copies of the property transfer document, one of which will be posted as a credit voucher on the face of the "Stock Control Card" and subsequently filed in the voucher file. The other copy will be posted to the "Accounts Control" section on the reverse side of the "Stock Control Card," and placed in the individual jacket file of the responsible officer being relieved of the property. The consignee, that is, the receiving accountable Branch Supply and Property Officer, will use one copy of the transfer document to debit his stock balance on the face of the "Stock Control Card," and file same in the voucher of the "Stock Control Card," and will be placed in the jacket file of the receiving responsible officer. The consignor will forward two signed copies of the property transfer document to the [ ] after the transaction has been completed.

STAT

g. Records Maintained [ ]

STAT

Accountability will be established and stock record accounts will be maintained by those individuals who are responsible for the storage and issue of supplies and equipment under the control of the [ ] Services Division.

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6. ESTABLISHING AND MAINTAINING STOCK RECORD ACCOUNTS AT INSTALLATIONS OUTSIDE OF WASHINGTON AREA

a. Inventories

(1) Instructions from Washington directed that an inventory of all non-expendable supplies and equipment in use, and all expendable and non-expendable property in storage, be taken at each station as of 1 November 1946.

(2) This inventory should have included the supplies and equipment on hand at the station and non-expendable property at satellite installations under the administrative control of the station. The property taken up on the 1 November 1946 inventory will be used as a basis for establishing stock record accounts.

(3) All Government property in the custody of individuals at a field installation will be reflected on the stock record account of the accountable Supply and Property Officer. The property will be issued to the individuals on a "Memorandum Receipt" basis, and upon separation or transfer, the individual will return said property to the accountable Supply and Property Officer, and will obtain a receipt for same.

b. Forms to be Used and Records to be Maintained

(1) The accountable supply and property officer for each station will maintain stock record cards by item for all non-expendable and expendable supplies in stock available for issue, and for all non-expendable property issued on a "Memorandum Receipt" to using offices within the station and to satellite activities under the jurisdiction of the station. Form No. 36-17, "Stock Record Card," (Sample Attached) or AGO Form No. 421 may be utilized for maintaining stock record accounts.

(2) In addition to the stock record account, the accountable supply and property officer will be required to maintain individual jacket files for property issued on "Memorandum Receipt." A "Voucher Register" should be kept on Form No. 36-15 (Sample Attached) to record by number the vouchers which are posted as transactions to the stock record account.

c. "Memorandum Receipt" Issue

(1) Non-expendable property used within the station and in satellite activities under the jurisdiction of the station will be issued by the accountable supply and property officer on a "Memorandum Receipt" basis to responsible individuals. Upon issue, the "Balance on Hand" column of the "Stock Record Card," Form No. 36-17, will be credited and the "Memorandum Receipt" balance will be increased. When AGO Form No. 421 is used, the "utility" column will be utilized for the "Memorandum Receipt" entries.

(2) The balance on hand, together with the balance issued on "Memorandum Receipt" as shown on the "Stock Record Card" will represent the total accountability of the accountable supply and property officer for any particular item.

(3) Accountability for expendable supplies ceases when issues are made by the accountable supply and property officer; the receipted transfer document will constitute a credit to his stock record account.

d. Property Acquisitions and Dispositions

(1) The accountable supply and property officer of each station will prepare a "Consolidated Property Report," Form No. 36-22 (Sample Attached) as of the last day of each month. This report will indicate by item the total gains or losses of non-expendable property which have occurred during the month. Items whose balances have not increased or decreased during the reporting period will not be included on the Form No. 36-22.

(2) Form No. 36-22 should be prepared in triplicate by the accountable supply and property officer. The original and one copy will be forwarded, through channels, to the Chief of Services, Washington, D.C., Attention: [redacted], to arrive not later than the 15th day of the following month.

STAT

(3) "Memorandum Receipt" issues and returns do not constitute a change in the total accountability of the accountable supply and property officer, and such transactions will not be included on the "Consolidated Property Report." Receipts will include property received from local Army or Navy supply sources, Services Division, Washington, local purchase, and all property turn-ins, except memorandum Receipts, made by individuals and/or using agencies. Overages accounted for on "Reports of Inventory Adjustment" will be classified as receipts. Disbursements will include all issues (except memorandum receipt) and transfers of supplies and equipment. Shortages accounted for on "Survey Reports" and on "Reports of Inventory Adjustment" will also be classified as disbursements.

7. AUDITS

All property accounts, maintained by designated accountable supply and property officers will be subject to periodic audits and inspections by a representative of the [redacted] Washington. Accountable officers may be held pecuniarily liable for any discrepancies which are discovered in the course of the audit unless such discrepancies can be satisfactorily explained and corrected.

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STAT

8. PROPERTY CLEARANCE FOR INDIVIDUALS

a. Washington Area

(1) All individuals must obtain a signed property clearance from their Branch Supply and Property Officer upon separation or transfer, and no final payment will be made by the finance officer until such clearance has been obtained.

(2) Property in the possession of individuals who are being separated or transferred will be returned to the Branch Supply and Property Officer.

b. Outside Washington Area

(1) Upon separation or transfer from a station outside the Washington area, all individuals must obtain a signed property clearance from the accountable supply and property officer. All property in the possession of such individuals should be turned in to stock prior to departure, and a receipt for same will be given to the individual by the accountable supply and property officer.



- 10 -

(2) Personnel returned to the U. S. from overseas installations will not be allowed to retain any Government property unless said property is essential for the completion of the journey. The items retained, if any, will be listed on the reverse side of the property clearance certificate, and will be immediately returned to appropriate Services Division Supply Officers upon arrival in Washington.

9. LOST, DAMAGED, OR STOLEN PROPERTY - SURVEYS

a. General

(1) The policy of this agency contemplates that some individual will be responsible at all times for the care and safekeeping of Government property. In cases where property is lost, damaged, stolen, or destroyed by causes other than fair wear and tear in the service of the Government, the responsible individual will prepare a "Survey Report", Form No. 36-18 (Sample attached) in accordance with the procedures outlined below.

(2) "Survey Reports" must be initiated by the responsible individual within thirty days after the loss, damage, or destruction has been discovered.

b. Preparation and Distribution of "Survey Reports" in Washington Area

(1) The responsible individual will initiate "Survey Report" Form No. 36-18 prepared in sextuplicate, for lost, damaged, or stolen property. If the individual preparing the "Survey Report" holds the property on a "Memorandum Receipt" basis and is responsible but not accountable, he will forward the original and four copies of the report to his Branch Supply and Property Officer, who will post one copy as a credit to his stock record account. Another copy will be used to make appropriate deductions from the "Accounts Control" section of the "Stock Control Cards" and will be filed in the responsible individual's jacket file. The original and two copies of Form No. 36-18 will then be forwarded to the [ ] for investigation and action.

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(2) When an accountable Branch Supply and Property Officer initiates a "Survey Report" as the responsible individual, an original and three copies of Form No. 36-18 will be prepared. One copy will be vouchered, posted to the stock record account of the accountable officer, and filed as a suspense voucher. The original and two copies of the "Survey Report" will then be forwarded to the [ ] for investigation and action.

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(3) Final decision on all "Survey Reports" will rest with the C.I.G. Property Survey Board. The Chairman of the Board will act on said "Survey Reports" for the Director, Central Intelligence Group.

(4) When final action has been completed on the "Survey Report", one copy will be returned to the responsible initiating individual and it will be filed by him as a valid voucher in lieu of the suspense copy which he has retained.

c. Preparation and Distribution of "Survey Reports"  
outside Washington Area

(1) Supplies and equipment lost, damaged, or stolen, will be listed on a "Survey Report" Form No. 36-18, initiated in quintuplicate by the individual having direct responsibility for the property. Chief of Stations will appoint a disinterested investigation officer (civilian or military) to examine available evidence regarding the loss, damage, or destruction, and his findings will be included on the reverse side of the "Survey Report".

(2) If the responsible individual is not accountable and holds the property on a "Memorandum Receipt" basis, an original and three copies of the Form No. 36-18 will be forwarded by him to the accountable officer. The accountable officer will use one copy as a credit voucher to clear his stock record account for the items lost, damaged, or stolen, and one other copy will be signed by the accountable officer and will be forwarded to the chief of station for final approval or disapproval. After the "Survey Report" has been approved by the chief of station, one copy will be returned to the originator, and one copy will be forwarded to the [redacted] Washington, D.C. for informational purposes.

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(3) When an accountable officer initiates the "Survey Report", an original and four copies will be prepared by him. One copy will be posted to his stock record account and filed as a suspense credit voucher. The suspense voucher will not be considered a valid voucher until an approved "Survey Report" signed by the Chief of station is returned to the Accountable officer concerned.

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(4) "Survey Reports" which have been disapproved by the chief of the station will be forwarded in duplicate to the [ ] Washington, D. C., for final action and review. When action by the [ ] has been completed, one copy of the "Survey Report" will be returned through channels to the responsible initiating individual.

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#### 10. PROPERTY WORN OUT THROUGH FAIR WEAR AND TEAR

##### a. Washington Area

(1) Branch Supply and Property Officers will execute "Property Turn-in or Transfer Slips", Form No. 36-24, in connection with the return of property worn out, or otherwise rendered unserviceable through fair wear and tear without fault or neglect on the part of any individual, or individuals, or property which has become obsolete to appropriate supply and property officers of the Services Division. The responsible and/or accountable individual will be given credit for said turn-in on a copy of Form No. 36-24.

(2) Property will not be considered worn out through fair wear and tear, nor will credit be given unless it is returned to proper supply channels. The determination as to the validity of the fair wear and tear of the property will be made by the appropriate Services Division Supply Officer accepting the turn-in.

##### b. Installations Outside Washington Area

(1) Property worn out, or otherwise rendered unserviceable through fair wear and tear without fault or neglect on the part of any individual or individuals, or property which has become obsolete, will be returned to the accountable officer of the station for credit. Accountable officers will either effect repair of the items worn out through fair wear and tear or will make disposition of said items through salvage or other available means.

(2) Accountable supply officers will use "Reports of Inventory Adjustment" to clear their stock record accounts of property which has been worn out through fair wear and tear. Items of this type will be listed on a "Report of Inventory Adjustment" with the following certificate signed by the accountable supply and property officer and approved by the chief of station:

I certify that the items listed hereon have worn out through fair wear and tear in the service of the Government without fault or neglect on the part of any individual or individuals, and that said items are not economically repairable.

Accountable Supply and Property Officer

APPROVED:

Chief of Station

11. "REPORTS OF INVENTORY ADJUSTMENT"

a. General

Accountable Supply and Property Officers may utilize the "Report of Inventory Adjustment", Form No. 36-16, (Sample Attached), or WDAGO Form No. 444, to adjust discrepancies, which may appear on their stock record accounts, resulting from errors in nomenclature or posting. The overages and shortages of like items should offset one another on the "Report of Inventory Adjustment". The use of a "Report of Inventory Adjustment" by an accountable supply and property officer will be limited to reporting property worn out through fair wear and tear as outlined in Par. 10 b. (2) above, and the correction of nomenclature and/or posting errors on his stock record account.

b. Washington Area

(1) "Reports of Inventory Adjustment" will be prepared in quadruplicate by the accountable Branch Supply and Property Officer. One copy will be held in suspense by the originating officer, and the original and two copies will be forwarded to the [redacted] for review and final approving action by the Chief of Services.

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(2) After the "Report of Inventory Adjustment" has been approved, one copy will be returned to the accountable Branch Supply and Property Officer for posting to his stock record account, and it will subsequently be filed as a valid voucher. When necessary, the suspense copy of the "Report of Inventory Adjustment" will be posted to the "Accounts Control" section of the "Stock Control Card", and filed in the responsible individual's jacket file.

(3) "Reports of Inventory Adjustment" which are disapproved by the Chief of Services will be returned to the accountable Branch Supply and Property Officer with instructions that a "Survey Report" be initiated in accordance with paragraph 9 above.

c. Installations Outside Washington Area

(1) "Reports of Inventory Adjustment" will be prepared in quadruplicate by the accountable supply and property officer of the installation. One copy will be held in suspense by the originating officer, and the original and two copies will be forwarded to the chief of station for final approval. Chiefs of stations are enjoined not to approve "Reports of Inventory Adjustment" initiated to rectify discrepancies other than nomenclature changes and/or posting errors.

(2) After the "Report of Inventory Adjustment" has been approved by the chief of station, one copy will be returned to the accountable supply and property officer for posting to his stock record account, and it will subsequently be filed as a valid voucher. The chief of station will maintain one copy of the "Report of Inventory Adjustment" for file, and one copy will be forwarded to the Chief, [redacted] Washington, D. C.

(3) "Reports of Inventory Adjustment" which are disapproved by the chief of station will be returned to the accountable supply and property officer with instructions that a "Survey Report" be initiated in accordance with paragraph 9 above.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[redacted]  
Executive for Personnel  
and Administration

Attachments - 9

Distribution: A

Next 10 Page(s) In Document Exempt

# SURVEY REPORT

DATE \_\_\_\_\_

**NOTE: SEE INSTRUCTIONS ON REVERSE SIDE**

[illegible]

## INSTALLATION

[illegible][illegible]

(4) CIRCUMSTANCES (INCLUDE NAMES, DATES AND LOCATIONS)

I, \_\_\_\_\_ BEING DULY SWORN, DEPOSES AND SAYS, THAT THE ARTICLES OF PUBLIC PROPERTY SHOWN ABOVE AND/OR ON ATTACHED SHEETS WERE LOST, DAMAGED, OR DESTROYED WHILE IN THE PUBLIC SERVICE, THE CIRCUMSTANCES BEING AS FOLLOWS:

SIGNATURE (AFFIANT)

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 194 \_\_\_\_\_

AT \_\_\_\_\_

SIGNATURE (NOTARY PUBLIC OR SUMMARY COURT)

PROPERTY SURVEY BOARD, WASHINGTON, D. C.

FINANCE DIVISION, WASHINGTON, D. C.

**APPROVED**

SIGNATURE (CHAIRMAN)

SIGNATURE (CHIEF)

(5) FINDINGS

Approved For Release 2003/04/17 : CIA-RDP81-00728R000100020009-3

I HAVE PERSONALLY INVESTIGATED ALL AVAILABLE EVIDENCE AS SHOWN IN EXHIBITS \_\_\_\_\_ TO \_\_\_\_\_ AND  
IT IS MY BELIEF THAT THE ARTICLES LISTED HEREON AND/OR ON ATTACHED SHEETS, TOTAL COST \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (INVESTIGATING OFFICER)

(6) CERTIFICATION (PROPERTY ACCOUNTABLE OFFICER)

I CERTIFY THAT THE ITEMS LISTED HEREON AND/OR ON ATTACHED SHEETS APPEAR ON MY STOCK RECORD ACCOUNT  
AND WERE ISSUED ON M/R TO RESPONSIBLE PERSON INITIATING THIS SURVEY.

\_\_\_\_\_  
SIGNATURE (ACCOUNTABLE OFFICER)

(7) RECOMMENDATION (CHIEF OF INSTALLATION - OVERSEAS)

INVESTIGATION OF ALL AVAILABLE EVIDENCE (DOES OR DOES NOT) SUBSTANTIATE THE FINDINGS OF THE  
INVESTIGATING OFFICER.

\_\_\_\_\_  
SIGNATURE (CHIEF OF INSTALLATION)

RECOMMENDATION

WASHINGTON, D.C.)

\_\_\_\_\_  
SIGNATURE (CHIEF)

INSTRUCTIONS

1. CORRECT NOMENCLATURE (SEE CIG STANDARD NOMENCLATURE LIST).
2. COST TO BE INSERTED BY PROPERTY CONTROL SECTION, WASHINGTON, D.C.
3. STATE WHETHER ARTICLES WERE LOST, DAMAGED, STOLEN, ETC.
4. A CONCISE STATEMENT BY RESPONSIBLE PERSON INITIATING SURVEY INCLUDING NAMES, DATES, LOCATIONS, TO WHOM LOSS REPORTED, ETC. SWORN STATEMENTS SHOULD BE OBTAINED FROM WITNESSES WHENEVER POSSIBLE TO BE ATTACHED TO EXHIBITS.
5. REPORT AND RECOMMENDATION OF INDIVIDUAL MAKING ON THE SCENE INVESTIGATION OF LOSS, DAMAGE OR DESTRUCTION.
6. TO BE COMPLETED ONLY WHEN PROPERTY WAS ISSUED ON MEMORANDUM RECEIPT BASIS.
7. SHOULD CHIEF OF INSTALLATION DISAGREE WITH FINDINGS OF INVESTIGATING OFFICER, STATE REASON AND ACTION RECOMMENDED.

NOTE: IF SPACE IS INADEQUATE, ANOTHER SHEET MAY BE USED MAKING REFERENCE IN THE SPACE PROVIDED AS FOLLOWS: (SEE  
ATTACHED SHEET \_\_\_\_\_ MARKED 'A' CHM: \_\_\_\_\_)



(1473)

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

10 January 1951

25X1A

SUBJECT: Property Disposition

25X1A

Paragraph 1a of Administrative Instruction [ ] dated  
7 March 1949, is amended as follows:

"1. a. The CIA Property Survey Board is composed of the  
following members and is constituted to act on all matters  
pertaining to loss, damage, destruction, theft, or for the  
disposition of public property for which CIA is responsible:

Chairman	Deputy Security Officer
Member and Legal Advisor	Assistant General Counsel
Member and Recorder	Deputy Procurement Officer
Member	Assistant Comptroller"

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[ ]  
MURRAY McCONNEL  
Deputy Director  
(Administration)

Distribution: No. 3

RESTRICTED

RESTRICTED

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [ ]

10 January 1951

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Member	Assistant Comptroller"

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[ ]  
MURRAY McCONNEL  
Deputy Director  
(Administration)

Distribution: No. 3

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